

## **C40 Global Youth and Mayors Forum and your personal information - FAQs**

This note explains why C40 collects information about you, how we keep it safe and how we may use that information. For more information about this, you should read our Privacy Policy.

### **1. Why do we collect information about you?**

When you apply to join the Forum, we ask you to provide information about yourself, such as your name, date of birth and contact details. We use this information to consider your application. If your application is unsuccessful, we delete your information after a year.

If your application is successful, we may ask you for more information. We use this information to communicate with you and to run the Forum – which means to give you training and to organise meetings. We only ask for the information we need in order to do this, like emergency contact details for your safety and yours (or your parent/guardian's) bank details to pay your expenses.

### **2. Why do you ask for information about disabilities, and my racial or ethnic origin?**

We want the Forum to be diverse. You do not need to provide us with this information, but it helps us to ensure that the forum is diverse.

### **3. How we keep your information safe and private**

We keep your personal information on secure computer systems. When we share it with others within C40, we only share it with people who need to know. We take out your name before we share your application with the people who will decide whether to invite you to join the Forum.

### **4. Who will you share my personal information with?**

We share your information with other people at C40 who need to know it (including C40 offices around the world).

We will also share it with other people when we invite you to meetings where you will meet other members of the Forum, and city representatives such as mayors.

Sometimes we have to share your information with other people, where the law requires us to.

### **5. What rights do I have?**

You can control what we do with your personal information. You can ask us for a copy of it, to correct it if it is wrong, to delete it, and to stop using it in ways you are not happy with. We might not always be able to do what you ask, but we will respect your rights.

Any Questions?

If you have any questions, then please just ask us. You can contact us at [youth@c40.org](mailto:youth@c40.org)